

## DOCUMENTATION RECEIPT

Date: \_\_\_\_\_

*Please indicate, by checking the appropriate block, the document(s) received:*

☐ Periodic Report

☐ Invoice

☐ Final Report

☐ Check

☐ \_\_\_\_\_

☐ \_\_\_\_\_

*Please complete the following information.*

**Recipient:**

**Provider:**

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Organization)

*Make one photocopy. Provide copy to information provider and maintain original for OEQ files.*

### **General Information:**

- Because the submission of the Periodic Progress Report is synchronized with the periodic invoice for the same period, your invoice will not be processed until the Contract Administrator receives all necessary approvals. As the approval process requires an in-depth review of the progress for the period with a comparison to the expected outcomes, the turnaround time for payment of your invoice may vary. If you feel the payment of your invoice is unduly delayed and you have not received an explanation, please call Odessa McGlown at 733-6258.
- The Final Report will be used by the Contract Administrator and Task Order Manager for project evaluation, and is a prerequisite for acceptance of final invoiced costs. The submission of the Final Report is synchronized with the final invoice for the project and should be submitted within forty-five days of project completion, cessation, or termination.
- Although the Final Report is contractually due forty-five days after the end of the Task Order, a draft should be available ten working days before the final project review. This will facilitate the assessment of the project and will allow the Task Order Manager to review the document and suggest improvements for inclusion in the final version.
- This general information was extracted from the Office of Environmental Quality's contract administration documentation and is available to you, in its entirety, upon request. Additionally, this information may be accessed on the OEQ website.